

Conditional Use • Rezoning • PDD •  
PDD Amendment • Street Name  
Change • Thoroughfare Abandonment •  
Easement Release • Other

# Development Application





# Development Application

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## **PLANNING & DEVELOPMENT SERVICES**

The Planning & Development Services Department serves as an information resource and as the point for coordinating development functions for the public and other City departments. The Planning staff provides expertise and policy advice to citizens and staff alike and also works to create new standards for community enhancement. The Department serves a unique role in balancing the needs of the development industry with the interests of the public. It is housed with the Building Inspection Department in the Development Service Center in order to facilitate permit processing and questions from the public.

Land development works best when the property owner and Planning & Development Services staff communicate openly about the nature of the proposal and the regulations that affect it. To provide you with the best service possible, we highly recommend that you take the time to meet with a planner in advance of submitting your application. Please call 325.676.6237 to make an appointment with one of our staff members.

## **DOCUMENTS & MAPS**

Reports, Plans, Ordinances, Maps, and other documents are often available on the City's website ([www.abilenetx.com](http://www.abilenetx.com)) at no charge. Copies of these will be provided at the reproduction cost, currently 10 cents per page for black and white copies and \$1 per page for color copies. In addition, any other actual materials costs will be assessed.

Requests for the creation of maps or other documents not already existing will only be available based on availability of staff and will be billed at a rate of \$25 per hour, plus the cost of reproduction and/or materials.

## **INFILL DEVELOPMENT INCENTIVE**

Projects located within the designated "infill area" are eligible for a fee reduction of 50% in accordance with the City's infill Development Strategy. This does not apply to any portion of a fee that is based on actual costs to the City, such as filing plats, photocopies, notifications, etc.

## **SUBMITTAL INFORMATION**

- INCOMPLETE APPLICATIONS AND SUBMITTALS WILL BE REJECTED or will be returned; an application may be deemed incomplete after initial staff review.
- Prior to submittal, we strongly recommend setting up and attending a pre-submittal meeting.
- A meeting with the Home Owners' Association (HOA) is recommended for all project types, and is required for Zoning, Planned Development, Special Use Permit requests. Meeting(s) with the representatives of adjacent HOA's are necessary prior to scheduling of a public hearing date.
- Please refer to Development Handbook or Land Development Code for questions or concerns in respect to site development and development standards.
- Plans for Conditional Use, Special Exceptions, Rezoning, Variance and Planned Development District Amendment shall be on 8.5" x 11" paper with four (4) copies.
- Site plans or conceptual site plans, except Engineering Construction Sets, shall be 24" x 36" and folded, with six (6) hard copies. If applicable, please provide survey plat of property.
- PDF copies can be emailed to [planning@abilenetx.com](mailto:planning@abilenetx.com).
- If a case is withdrawn or delayed at the request of the applicant after notifications have been sent and/or public notice has been posted, the applicant will be responsible for the cost of re-notifications and re-posting of notice.
- All other questions may be directed to the following:

Planning and Development Services Department  
555 Walnut Street, Suite 100  
325.676.6237  
[planning@abilenetx.gov](mailto:planning@abilenetx.gov)



# Development Application

## Fee Schedule

### Filing/Application Fees

Board of Adjustment	\$400
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### Zoning

Zone Change Request/Conditional Use	\$1,500
Planned Development District	\$2,000
Planned Development District, Amendment	\$1,000
Site Plan	\$500
Minor Site Plan	\$250
Zoning Determination/Verification Letter	\$100
Voluntary Annexation	\$600
Landmarks Commission Application	\$50
Appeal to City Council	\$250
Airport Zoning Permit	\$100
Sidewalk Waiver or Deviation (Site Plan)	\$250
Misc. Zoning-related Application <sup>1</sup>	\$100

### Subdivision

Preliminary Development Plan	\$0
Plat, Preliminary (the applicant will also be responsible for actual filing costs)	\$500 <sup>+2</sup>
Plat, Final (the applicant will also be responsible for actual filing costs)	\$500 <sup>+2</sup>
Plat, Minor (the applicant will also be responsible for actual filing costs)	\$500 <sup>+2</sup>
Plat, Replat (the applicant will also be responsible for actual filing costs)	\$500 <sup>+2</sup>
Easement Release	\$400
Thoroughfare Abandonment (based on land value)	\$1,500 <sup>+3</sup>
Street Name Change (applicant also responsible for notification costs)	\$800
Proportionality Appeal	\$500
Sidewalk Waiver or Deviation (Plat)	\$250
Sidewalk Deferral Agreement	\$100
Misc. Subdivision-related Application <sup>1</sup>	\$100

### Signs

Sign Permit – Billboard (based on sign value)	\$500 <sup>+4</sup>
Sign Permit – Non-Billboard <sup>5</sup> (based on sign value)	\$200 <sup>+4</sup>
Sign Permit – Portable	\$50

### Other

Itinerant Business Permit	\$100
Misc. Other Permit/Application <sup>1</sup>	\$100

### Documents & Maps

Ordinances, Minutes	See below
Publications, Reports, Other Documents	See below
Maps	See below

#### Notes:

<sup>1</sup>Misc. permit fee is for new permits/processes/applications established by ordinance to be applied until such time that a specific fee is established.

<sup>2</sup>Plat fees are \$500 for first 4 lots, plus \$20 per lot thereafter. See RECORDING FEES for actual filing costs with Taylor County Clerk's Office.

<sup>3</sup>Thoroughfare Abandonment Fee 10% of the calculated land value of the ROW area to be abandoned, based on the average square footage value of adjacent properties, per the most recent official Appraisal District valuation. Minimum fee is \$1,500. *Any portion over the minimum fee is refundable if the abandonment is not approved.*

<sup>4</sup>Sign Permit Fee, other than for portable signs, is 2% of the sign value OR the minimum fee noted above, whichever is greater.

<sup>5</sup>Multiple wall signs submitted as a single application will only be assessed one fee for all signs. However, each freestanding sign requires an individual permit.



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## PLANNING & ZONING COMMISSION

The members of the Planning & Zoning Commission (also referred to as the Commission) are appointed by the City Council. In making appointments to the Commission, the City Council shall seek to ensure broad representation and expertise among the membership.

According to Section 1.1.3.3. Powers & Duties, of the City of Abilene Land Development Code (LDC), the Planning and Zoning Commission shall:

1. Make recommendations on a Comprehensive Plan or amendments thereto related to the physical development, growth, improvement, and beautification of the City.
2. Make recommendations on other types of City plans that are related to the physical development, growth, improvement, and beautification of the City, including Neighborhood Plans and Corridor Plans.
3. Recommend to the City Council approval or denial of proposed changes in the zoning districts and/or ordinance.
4. Approve or disapprove the platting or subdividing of land within the corporate limits of the City and within adjacent areas as permitted by law.
5. Recommend to the City Council approval or disapproval of requests for street name changes and street closures within the corporate limits of the City.
6. Submit annually to the City Manager, not less than ninety (90) business days prior to the beginning of the budget year, a list of recommended capital improvements, if any, which in the opinion of the Commission, are necessary or desirable during the forthcoming five (5) year period.
7. Recommend to the City Council approval or disapproval of plans for housing clearance, public housing, and urban redevelopment and renewal projects.
8. Perform such additional duties and exercise such additional powers as may be prescribed by ordinance not inconsistent with the provisions of the City Charter.
9. Advise the City Council on applications and petitions for legislative decisions as authorized by the Land Development Code, such as:
  - a. Petition for amending the Comprehensive Plan;
  - b. Petition for a zoning map amendment, including a petition for creation of an overlay district, Conditional Use Permit (CUP), or Planned Development (PD) district;
  - c. Amendments to the text of the Land Development Code (LDC) as authorized by City Charter; and
  - d. Others as assigned by City Council.

The Planning and Zoning Commission shall finally decide appeals filed in accordance with Article 3 of the Land Development Code (Relief Procedures). Also, the Commission shall finally decide the following petitions for relief:

1. The Planning and Zoning Commission shall finally decide any variance petition on an application for a Preliminary Plat, Final Plat or Replat, except when such variance is for relief from a dedication or construction requirement, in which case Section 1.1.4.3 shall apply; and
2. The Planning and Zoning Commission shall initially decide any vested rights petition for any decision for which it is the initial decision-maker.



# Development Application

\*Applications for Historical Overlay designation will first be presented to the Landmark Commission, prior to the Planning Commission, for recommendation.

## SCHEDULES

### Planning & Zoning Commission 2019

PD Application Deadline	Zoning Application Deadline	PZC Regular Meeting*	PZC Workshop (as Needed*)	City Council (1st Reading)	City Council (2nd Reading)*
17-Nov-18	04-Dec-18	<b>02-Jan-19</b>	15-Jan-19	24-Jan-19	<b>14-Feb-19</b>
21-Dec-18	07-Jan-19	<b>05-Feb-19</b>	19-Feb-19	28-Feb-19	<b>14-Mar-19</b>
18-Jan-19	04-Feb-19	<b>05-Mar-19</b>	19-Mar-19	28-Mar-19	<b>11-Apr-19</b>
15-Feb-19	04-Mar-19	<b>02-Apr-19</b>	16-Apr-19	25-Apr-19	<b>09-May-19</b>
22-Mar-19	08-Apr-19	<b>07-May-19</b>	21-May-19	23-May-19	<b>13-Jun-19</b>
19-Apr-19	06-May-19	<b>04-Jun-19</b>	18-Jun-19	27-Jun-19	<b>11-Jul-19</b>
17-May-19	03-Jun-19	<b>02-Jul-19</b>	16-Jul-19	25-Jul-19	<b>08-Aug-19</b>
21-Jun-19	08-Jul-19	<b>06-Aug-19</b>	20-Aug-19	22-Aug-19	<b>12-Sep-19</b>
19-Jul-19	05-Aug-19	<b>03-Sep-19</b>	17-Sep-19	26-Sep-19	<b>10-Oct-19</b>
16-Aug-19	02-Sep-19	<b>01-Oct-19</b>	15-Oct-19	24-Oct-19	<b>07-Nov-19</b>
20-Sep-19	07-Oct-19	<b>05-Nov-19</b>	19-Nov-19	21-Nov-19	<b>05-Dec-19</b>



# Development Application

## Planning

☐ Conditional Use

☐ Easement Release

☐ Rezoning

☐ Other

☐ PDD

☐ Street Name Change

☐ Thoroughfare Abandonment

☐ PDD Amendment

Other: \_\_\_\_\_

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_ No. of lots: \_\_\_\_\_ Acreage: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning (if applicable): \_\_\_\_\_

## OWNER AND AUTHORIZATION

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*I am the property owner, and I certify that the information included in this application is true to the best of my knowledge. (Name) \_\_\_\_\_ will act as my agent before the Planning and Zoning Commission.*

Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby certify that I am the owner of the property and further certify that the information provided on this development application is true and correct. I hereby designate the aforementioned agent to act on my behalf for submittal, processing, representation, and/or presentation of this development application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application.

Signature Owner: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR OFFICE USE ONLY

Received: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Case No.: \_\_\_\_\_

Reviewed By: \_\_\_\_\_



1. Please (if necessary) provide background information for the zoning request and explain why you feel it is appropriate.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



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## RECOMMENDATIONS

The Planning & Zoning Commission (P&Z) and the City Council look to the Planning & Development Services staff to make a recommendation for the approval or disapproval of this application. We will make every effort to notify you (FAX or E-mail) of our recommendation at least one (1) week in advance of the scheduled meeting of the P&Z Commission. In the case of a rezoning, and when the public interest requires it, we may recommend a rezoning to a Planned Development District (PDD) or a classification other than the classification requested. We will notify you of our decision to propose a PDD as soon as possible after the application is filed to give you time to prepare a site plan.

## PUBLIC NOTIFICATION

The public is entitled to examine this application and participate in the decision-making process. In most cases, we are required to notify all property owners within two hundred feet (200') of the boundaries of your property. To ensure the fullest possible consideration, we may also notify neighborhood groups, organizations or individuals that have a special interest in a particular issue. Except for matters that the Planning & Development Services staff have expressly agreed not to disclose (and provided the law allows us to hold the matter in confidence), then all information that we deem relevant to the review and processing of this application may become public knowledge.

## PLEASE READ BEFORE SIGNING

The undersigned has read the above application and hereby certifies that the information contained therein is complete, true and correct; and does hereby request that said application be submitted to the Planning & Zoning Commission at the earliest available meeting.

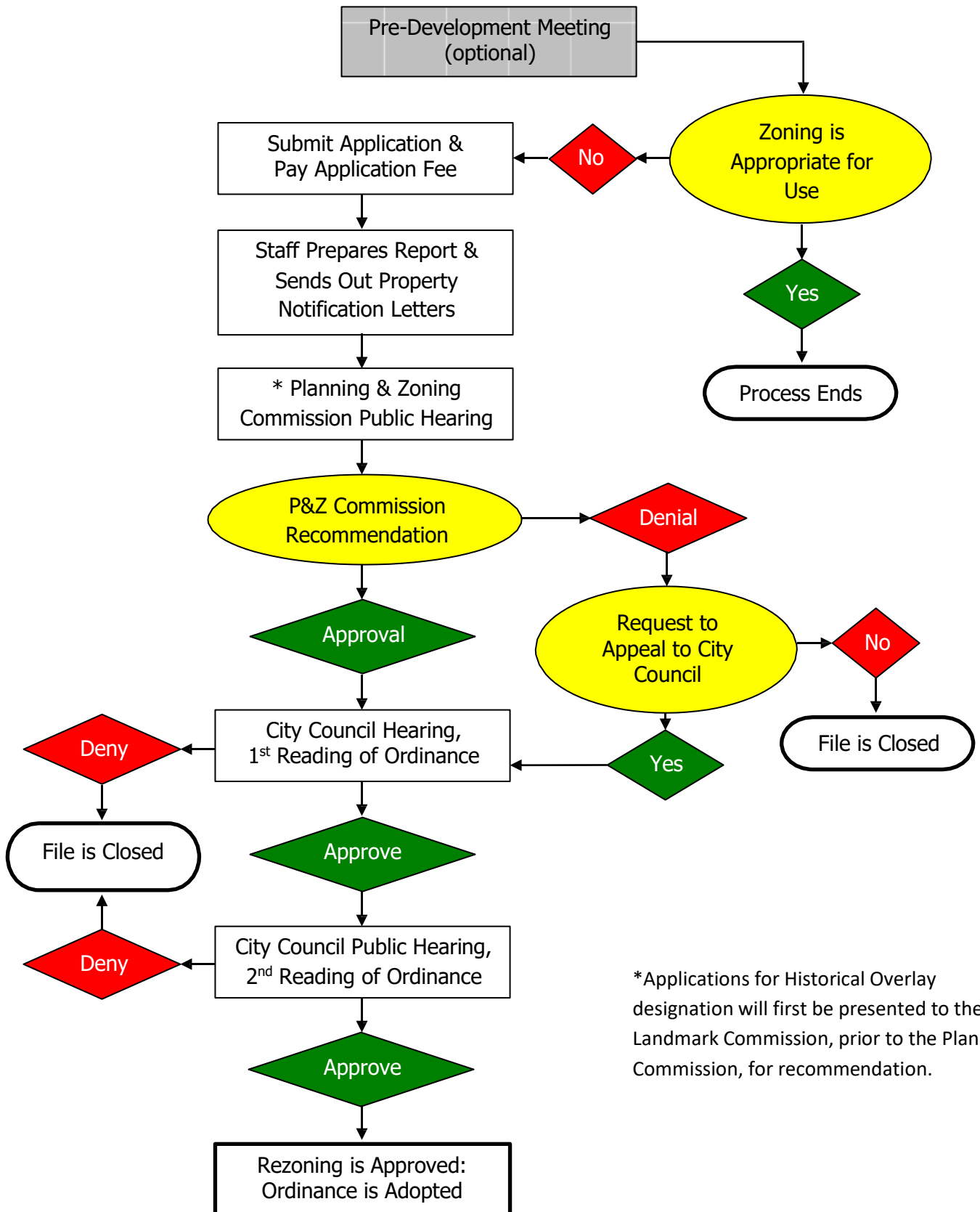
I understand and acknowledge that it is my responsibility to furnish an accurate and precise legal description of the property, and only the property, that is subject of this application, and that failure to furnish such information prior to the application deadline date will delay the processing of this application. I also understand that the City must notify affected property owners of this application. In the event that I fail to submit in a timely manner any information that the City deems necessary to transmit this application to the Planning & Zoning Commission or City Council, then in lieu of dismissal I hereby request that this application be temporarily withdrawn from further consideration until such information is submitted, and I agree to pay a resubmission fee of \$120 to reimburse the City for the expense of re-notifying affected property owners. I have been informed of the tentative date and time that the Planning & Zoning Commission and City Council will hear this application, and I understand that hearings may be continued from time to time at the discretion of the Commission or Council to allow for full consideration or when the public interest requires a continuation.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_



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Zoning • Conditional Use • PDD Amendment • Street Name Change • Thoroughfare Abandonment  
Flowchart



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